



## Technical Services Assistant

*Shortgrass Library System honours and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also acknowledge and honour that we are on the homeland of the Métis people.*

Shortgrass Library System ([www.shortgrass.ca](http://www.shortgrass.ca)) is looking for a full-time (35 hr/wk), permanent **Technical Services Assistant** whose core duties will be cataloguing library materials for the 14 member libraries of our innovative, collaborative organization.

The anticipated start date for this position is January 8th, 2024.

The successful candidate should have superior attention to detail, customer service, problem solving, computer and communication skills and be able to work without close supervision. This position reports to the Manager of Systems & Technical Services and is a vital part of our small, close-knit Technical Services team.

New and upcoming graduates of library technician programs are encouraged to apply, and will have the opportunity to gain great experience with a wide variety of public library work in a regional system, including:

- Cataloguing (Dewey and BISAC)
- Interlibrary loans
- Acquisitions
- Processing
- Supporting other departments
- Special project work
- and more!

Shortgrass Library System fosters a positive and flexible work environment, and values continuing professional development.

### Required Qualifications

- 2-year diploma in Library and Information Technology from an accredited institution (completed or in process), or equivalent training and experience.
- Knowledge of cataloguing.
- Effective interpersonal, communication, and teamwork skills.
- Keyboarding skills: medium speed, high accuracy.
- Experience using MS Office and/or Google Workspace.
- Ability to work quickly and accurately, with attention to detail.
- Ability to work independently and reliably, with minimal supervision.
- "Can-do" approach and interest in learning new responsibilities and technologies as organizational needs evolve.

## Desired Qualifications

- Experience using an Integrated Library System.
- Customer service experience.
- Experience in a public library or public library system environment.

## Salary and Benefits

This position has a salary range starting at \$48,240 annually, plus a generous benefits package including: extended health & dental benefits, health spending account, short and long term disability, life insurance, and a defined-benefit pension plan. Financial support is available for continuing professional development.

A moving allowance may be available to the successful candidate as per Shortgrass Library System policy.

This is an in-office position with no remote component, but some flexibility is available in defining working hours (subject to organizational needs).

## Shortgrass Library System

One of Alberta's seven regional library systems, Shortgrass encompasses the southeast corner of Alberta, and is headquartered in the City of Medicine Hat. Our system serves a population of 107,349 through a network of fourteen autonomous public libraries.

## The City of Medicine Hat

Located in the scenic South Saskatchewan River Valley, Medicine Hat gets 2,512 hours of sunshine per year! This makes it one of "Canada's Sunniest Cities", and an attractive year-round playground for a wide variety of activities, with many trails and a beautiful landscape.

The city is rich in local history and unique attractions, from the Medicine Hat Clay Industries National Historic District, the gaslight-themed downtown with over 200 shops and services, to the state-of-the-art Esplanade Arts & Heritage Centre. Low property taxes, natural gas and electricity rates in Medicine Hat are well below the North American average. The city also offers reasonable housing costs, no provincial sales tax and some of the lowest income taxes in the country! Want to know more? Visit [www.movetomedicinehat.ca](http://www.movetomedicinehat.ca).

## To apply

All applications must include a cover letter and resume and must be submitted via email to:

Petra Mauerhoff, CEO  
Shortgrass Library System  
[jobs@shortgrass.ca](mailto:jobs@shortgrass.ca)

Review of applications will begin October 23rd, 2023, and the posting will remain open until the position has been filled.

*No phone calls or in-person visits please - for this selection process, we will be communicating with candidates by email.*

*Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve.*

*Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environments. If you are contacted regarding this competition, please advise us of any accommodation measures that must be taken to enable you to be assessed in a fair and equitable manner.*

*Shortgrass Library System thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted. All qualified candidates are encouraged to apply; Canadians and permanent residents will be given priority.*